

DEPARTMENT OF GENERAL SERVICES
HALL OF RECORDS COMMISSION
RECORDS MANAGEMENT DIVISIONSCHEDULE
NO. **619**PAGE
NO.

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH AND MENTAL HYGIENE

Mental Retardation Administration

AGENCY

DIVISION

DESCRIPTION

RECORDS AND RECORD SERIES ARE LISTED BY ITEM NUMBER AND TITLE GIVING FORM NUMBER, IF ANY, DISTRIBUTION OF COPIES, AUDIT REQUIREMENTS AND THE RECOMMENDATION FOR RETENTION. IN SPECIAL INSTANCES, THE RECORD MAY BE MORE CLOSELY DESCRIBED GIVING COVERING DATES, SIZE AND QUANTITY OF RECORDS, FILE ARRANGEMENT, TYPE OF INDEXING AND A DESCRIPTION WITH RESPECT TO ORIGIN AND CONTENT, USE WHILE ACTIVE, AND RELATIONSHIP TO OTHER RECORDS.

Item No.	Description	Retention
1.	<p>THIS SCHEDULE REVISES AND SUPERSEDES SCHEDULE #276, ITEMS #1 - #12, DATED DECEMBER 18, 1956.</p> <p><u>Patients' Medical Case Files:</u></p> <p>A. Commitment records and admission papers Doctor's diagnosis and summary sheets, including patient's permits for treatment or operations Physical examination charts and reports Statistical data sheets Progress notes, laboratory and special medical reports with summaries Doctor's orders and consultant's reports and notes, including description and interpretation of x-rays Escape reports involving serious violations Psychological test reports and summaries Court orders Special correspondence having permanent or long-term legal or administrative value Discharge or final parole certificates Accident reports Birth records Death certificates and autopsy permissions and reports Indexes to patients' medical records</p> <p>B. Social service notes and summaries Laboratory reports which have been summarized for permanent retention Personal property receipts Medication sheets Escape reports not involving serious violations Temporary parole forms for specified time periods General Correspondence</p>	<p>Retain permanently.</p> <p>Retain until death or final discharge and for three (3) years thereafter, then destroy.</p>

Schedule approved by Department, Agency or Division Representative

Signature

Title

Date

Schedule Authorized by Hall of Records Commis.

Disposal Authorized by Board of Public Works

Date

Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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Department of Health and Mental Hygiene
Mental Retardation Administration

Item No.	Description	Retention
	<p>C. Patients location and service transfer forms Nurses and attendants worksheets Clothing and canteen requests and authorizations Weight charts Bath records</p>	<p>Retain for three (3) years, then destroy.</p>